



Lamar University – M.Ed. in Educational Technology Leadership

Field-based Activities Monthly Report: Log

Instructions: Enter the total number of internship hours that you had worked at the start of the month in the upper right cell. Remember that you must log a **minimum of 100 hours** of field-based experience. For each month, enter a brief description of your internship activities for that week in the top row. Enter the ISTE Technology Facilitation standard(s) and Indicator in the second row. Use the third row for each week to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each week at the end of the row. Total the month's hours, then enter the total number of internship hours that you have worked as of the end of the month. There needs to be a minimum of 33 Campus- or District Supervised Activities that encompasses the 33 ISTE Technology Performance Indicators and eight Technology Facilitation Standards.

Date: <u>August 2011</u>		Total Internship hours at the start of the month:	286.5
Week	Functions	Description	Hrs
1	Week's Activities	None	0
	Standard/Indicator		
	Communication with Mentor		
2	Week's Activities	Verifying Workshop presenters for workshops next week Helping staff through detailed steps of newly installed TxEis payroll setup. Reviewed staff needs, hardware capabilities, management capabilities of Pad devices – Ordered Asus EePads for administrators Verified need to order RAM and harddrives for HSClab computers, and existing Dell R610 server to support Adobe Photoshop, Windows 7, consolidate older servers to conserve power, reduce noise in MDF. After approval from superintendent- ordered. Installing, configuring, testing Beta Wireless setup Verified Adobe licensing /use returned and re-ordered different license. Met with Wireless partners (contract: bandwidth, delivery path, responsibilities) – hurt leg. Reviewed Cybersafety audio conference determined need to modify- hurt leg unable to fully prepare for CyberSafety workshop	1.0 8.0 3.0 2.00 32.0 1.0 2.0 1.0
	Standard/Indicator	Principal Competency S.II, ILS#8 T.L.S1.TL1.A.-B, S.II.C.-D., S.V.TLIV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	Notified vendors would be present. Notified current status of TxEis implementation, staff difficulties. Discussed Pad capabilities, costs, purpose for Princ., Sup't., and T.D.. Notified the wireless system implementation started – completed Notified that incorrect Adobe licenses delivered, and need to reorder more expensive school license for Photoshop. Workstations need larger harddrives and more memory. She Ok'd purchases. Discussed pro's and con's of new contract draft, benefits, maintenance staff tasks for fiber install, wireless contractor tasks for fiber install. Bandwidth, notifications and period of contract.	1.0 51.0

3	Week's Activities	<p>Setup HS CLab for Project Share, STAAR Responsive learning Workshops:</p> <p>Setup technology equipment needed by each workshop presenter</p> <p>Assisted Teachers with wiring/printer issues.</p> <p>Assisted Payroll clerk with more payroll issues.</p> <p>Presented CyberSaftey AudioConference</p> <p>Participated in, presented justification for, monitored and assisted teachers as the completed the online Professional Development Staar Responsive Learning – Professional development about differences in TAKS and STAAR, differences in types of questioning, and instruction teachers will need. Located some/all STAAR objective rubrics for several grades/subjects.</p> <p>Installed RAM in HSCLab computers and server. Installed Harddrives in Server.</p> <p>Configured, demonstrated, and distributed admin Eepads.</p> <p>Added events for Aug/Sept. in website calendar, updated pertinent notifications on website, connected printers, projectors, and document cameras, verified need to order initial ink supply.</p>	61
	Standard/Indicator	T.L.S1.TL1.A.-B, S.II.C.-D., S.V.TLIV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	<p>Verified ready for each presenter.</p> <p>Notified of problems with Cybersafety preparation due to leg injury</p> <p>Notified of satisfaction with and completion of STAAR Responsive Learning training.</p> <p>Notified of Eepad arrival, configuration, use demonstration</p> <p>Verified receipt of Wireless partner contract, issues with wording.</p> <p>Notified of items updated, requested changes still desired.</p>	1 62
4	Week's Activities	<p>Troubleshoot- Network, gradebook, CBC(dual credit) connectivity.</p> <p>Staff complaints of slow access TxEis, Short of computers in HSCLabs for Dual credit courses.</p> <p>Evaluated, needs for TxEis, Adobe Photoshop, Determined replacing those staff and most Photoshop class units with newer machines could mitigate dual credit machine shortage, adobe hardware issues, library workstation issues, and possibly annual hardware shortage. Presented request for 20 machines, only 15 approved had to redo PO with minimal and intermediate configurations and numbers determined; ordered.</p> <p>Conferred with Physical Plant Manager explained issues in the lab.</p> <p>Determined part of HSCLab issue electrical supply, determined need for additional or heavier breakers. New budget purchase of remaining RAM & drives for existing R610server pricing reported, and approval received.</p> <p>NovaNet a product of Pearson, explained issue: need to update software for seats at Floresville AEP. Pearson staff said they would have to speak with Floresville staff. Had to go to Floresville to retrieve CD's for install and instructions for download of program updates.</p> <p>Helped setup projector for Peprally video</p>	52

		<p>M&A Tech. service request on elementary Science computer dead/dying harddrive.</p> <p>Superintendent did not request presence at school board meeting – wireless contract tabled. Must attend next month and answer comparative analysis questions.</p>	
	Standard/Indicator	T.L.S1.TL1.A.-B, S.II.C.-D., S.V.TLIV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	<p>Notified of network, gradebook, CBC (dual credit) lab, connectivity issue and steps taken to try to remedy situation.</p> <p>Notified of shortage of computers and plan to update TxEis staff and Adobe Photoshop computers in High School lab in order to mitigate their issues, while supply computers needed in second lab, library, and/or annual room. Requested permission to get pricing quotes. Reported the pricing, then PO prepared and submitted for approval (new budget year). Verified OK to get plant manager to proceed with electrical upgrade.</p> <p>Apprised of connectivity improvement by end of week starting computer login processes in stages rather than all at once K-12.</p> <p>Verified number of seats for NovaNet, # of workstations to install, and courses being taught that route.</p> <p>Ready for Peprally.</p>	
5	Week's Activities	<p>Ok received for NovaNet on two machines. Resize partitions to accommodate software, installed software, tested, and setup student accounts; Student needs vs. NovaNet course availability, assignment issues discussed with counselor and principal. Principal and counselor determined courses. Setup courses.</p> <p>Coaches telephone, diagnosed – dead. Confirm availability of replacement, prepare PO, submit PO – Order replacement phone, package up existing phone so it can be return shipped for core charge credit.</p> <p>Asus Eepad, failure to download, update, etc. diagnosed as firewall issue, conversed with firewall company, determined mitigating steps, performed configuration changes. Eepads now downloading and updating with no problems.</p> <p>Revised harddrive partitions (2) laptops; Installed many updates and all NovaNet updates on (3)laptops. Set up 3 students in NovaNet, demonstrated use to each student. Informal parent conference with one parent, referred them to Mrs. Blocker and Counselor for school policy decision.</p> <p>Assisted techs with replacement of harddrive elem.science computer. Drive tests for two days, re-installation in classroom Thursday.</p> <p>Adobe Software workstation reconfigurations, RAM installed + Adobe Photoshop CS 5.5 on 4 student workstations and 2 teacher workstations.</p> <p>Tested printer connectivity on Win7 that won't update due to non-compatibility issue. Network printer works. The problem—no sound and inability to update with SP1- other updates seem to be progressing without a problem. The machine has functioned impeccably as management workstation for Wireless Beta test... It may be OK to use, if workstations do not need sound; however, in HSLab, dual credit courses require the use of headphones for tutorials. Same in Elem. Computer Lab. Probably best not to proceed with Win 7 upgrade in labs. The larger harddrives can be installed on the new computers to accommodate Digital Journalism Course.</p> <p>(Includes first two days of September)</p> <p>Priced laptops, started license do's and don't review where Photoshop concerned.</p>	50.5

		ACT.org access problem – called Etta to begin troubleshooting – she did not return call (Includes first two days of September)	
	Standard/Indicator	T.L.S1.TL1.A.-B, S.II.C.-D., S.V.TLIV.B-C., S.VII.TL.VII.A.1-8	
	Communication with Mentor	Notified of current status in technology areas. Win. 7 findings. She informed me of Digital Journalism teacher's demand for Photoshop on personal computer or school provided laptop.	
Hours worked this month:			218.5
Total Internship hours to date including this month:			503.00

Reflection for month: Between classwork and daily work load preparing for and getting in to school, it was a very busy week. Other than verifying workshop presenters, the month was spent accomplishing Technology Leadership duties to get equipment ready for start of school. Although it is standard procedure, my recent participation in the class that stressed copyright laws be observed, helped when issues began to arise concerning "legality" of installation locations for the version of Adobe Photoshop we had purchased. I had to return what I had ordered because the vendor did not catch the shipment before it left the warehouse - it was for home use, not school use. This delayed the process. I learned how to configure new wireless access points and a management system as well as received my introduction to the Android operating system and setting up Android devices. It was a very busy month.

The presentation for Cyber Safety did not go as well as I would have liked. I hyperextended my leg Friday afternoon, the day I had planned to work on combining the USAC and the audio conference into a nice presentation. I was in too much pain to continue to work. I was in no shape to do anything after that until Sunday afternoon. I had to make sure the lab would be ready for the Project Share Workshops on Monday. Due to TxEis troubleshooting with the Payroll clerk the morning prior to the presentation, I did not have another opportunity to prepare for the workshop. I gave the principal the option of the audio presentation or a little bit cuter video that came with the materials from USAC. She chose the audio presentation, but decided after about 15 minutes that she did not like that....came around the side and asked me to wrap it up. I did not distribute an evaluation- I don't think there was any point. Between the video, distribution of a handout, and verbal summation, I made sure teachers got the point.